



(An Equal Opportunity Employer)

Volunteer Application

Please fill out accurately and as completely as possible.

APPLICANT INFORMATION

Last Name		First Name		M.I.		SS #	-	-
Street Address								
Town/City				State		Zip code		
Home Number			Email					
Mobile Number			Emergency Contact				Phone Number	
Position Applied for			E. Contact Address				Relationship	
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever volunteered for us in the past?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Have you been convicted of a crime (other than minor traffic violations) in the last 5 years? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain on separate piece of paper Please note that a conviction is not an automatic disqualifier for a position. Willfull omission or falsification is, however, reasonable grounds for ineligibility.								
How many total hours per week are you seeking?		Are you willing to work: <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings						
Please check shift that you are most willing to work: <input type="checkbox"/> 9:30-1:30 <input type="checkbox"/> 1:30-5:30 <input type="checkbox"/> 5:30-7:30PM (IF POSSIBLE) <input type="checkbox"/> Available for all								

EDUCATION

High School			Address					
Dates Attended	To		Degree/Certificate:				Special Courses:	
College/ University			Address					
Dates Attended	To		Degree/Certificate:				Special Courses:	
Other School/Program			Address					
Dates Attended	To		Degree/Certificate:				Special Courses:	

SKILLS

Please select the characteristics that most suit you: ☐ Strong communication skills ☐ Have customer service skills ☐ Have computer skills or cashier experience
☐ Enjoy working with people ☐ Prefer hands-on work ☐ Prefer office orientated work ☐ I am ☐ am not comfortable handling raw fish or other raw feed

Do you have experience (check all that apply) in: ☐ Teaching ☐ Maintenance ☐ Web/Graphic Design ☐ Office work ☐ Artistic work ☐ Aquarium or Animal science

Have you had any experience with public speaking? Please explain? _____

Foreign language (*speak, read and/or write*) skills: ☐ English ☐ Spanish ☐ French ☐ Sign language ☐ Other: _____

Do you have any certifications, class work or other training that will help you in this position? _____

Are you CPR/FIRST aid certified? ☐ YES ☐ NO EXPIRATION DATE _____ (While preferred, this is not required of volunteers)

PREVIOUS EMPLOYMENT & VOLUNTEER EXPERIENCE

(You can attach a resume in lieu or in support of this section)

1	Company				Phone Number		()		
Address						Supervisor			
Position				Starting Salary				Final Salary	
Responsibilities:								Hours per week	
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If not, why?	

2	Company				Phone Number		()		
Address						Supervisor			
Job Title				Starting Salary				Final Salary	
Responsibilities:								Hours per week	
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If not, why?	

ESSAYS & QUESTIONS:

A) Tell us about yourself. What activities, interests and hobbies are you interested/participate in?

B) Why do you think you are a good match for the aquarium?

C) If accepted, what do you hope to gain most from the opportunity?

DISCLAIMER AND SIGNATURE

By signing this form, I understand that I am...

- Agreeing that all information on this application is true to the best of my knowledge and that if at any time a portion is found to be false I forfeit my application, and if already chosen, I understand it will be grounds for dismissal.

- Agreeing to be interviewed by an appropriate representative of the Aquarium, but that I have the right to decide to continue with my service or not

- Expected to complete all training

- Expected to volunteer a minimum of 4 hours per week, or two full shifts (8 hours) a month, but understand this is flexible based on my availability

- Understand the nature of the position I am supplying this information for and can perform my expected duties with or without reasonable accommodation

- Agreeing to follow all MSA guidelines and policies throughout my service time

- Aware that MSA has the right to release me from my service at any time, with or without cause, just as I have the right to withdraw from the program at any time.

Signature		Date	
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Please submit your completed application to :

Maine State Aquarium

ATTN: Aimee Hayden-Roderiques

RE: Volunteer Application

PO BOX 8

West Boothbay Harbor, ME 04575

If you have any further questions, please contact:

Aimee Hayden-Roderiques

Natural Science Educator

Department of Marine Resources- Education Division

(207) 633-9542

Aimee.Hayden-Roderiques@maine.gov